



THE FLORIN RESOURCE CONSERVATION DISTRICT
(ELK GROVE WATER DISTRICT)
IS SEEKING A NEW

**GENERAL
MANAGER**





THE COMMUNITY

Elk Grove was established in 1850 as a hotel and stage coach stop. Located about 15 miles south of historic Sutter's Fort, Elk Grove became a crossroads for business, entertainment, mail service and agriculture while acting as a home base for gold miners in the region. A close-knit community evolved with a distinctly rural and western lifestyle.

Today, Elk Grove is the second-fastest growing area in the region and California's first new city of the 21st Century. Located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east, Elk Grove is a family-oriented community where opportunity is around every corner. The city offers everything from starter homes to ranch estates, and provides a safe, youthful environment where families put down roots. Its population of more than 140,000 is diverse in ethnicity, age and income levels.

As the population has grown, so have its retail and service businesses. This has allowed Elk Grove to beautifully blend that small-town feeling with all the amenities of an urban area. With the explosion of growth, a conscious effort has been made to maintain the community's character.

The area has also taken steps to ensure that business and residential developments don't displace the natural beauty of the region by preserving open spaces such as the Cosumnes River Preserve and the Stone Lakes Wildlife Refuge. In addition, the community enjoys one of the finest park systems in the region, with over 50 parks including picnic areas, softball fields, a skate park and swim center. In fact, Elk Grove is known for its excellence in park systems management.

Educational opportunities are plentiful, with the region being home to California State University - Sacramento; University of California at Davis; as well as branches of Golden Gate University, St. Mary's College, and the University of Phoenix. A local community college - Cosumnes River College offers vocational training and a transfer program to four-year universities. The Elk Grove Unified School District is the fifth largest school district in California boasting 38 elementary schools, eight middle schools, eight comprehensive high schools, four alternative education schools, an adult school, a special education school, and one charter school.

The region continues to offer some of the most affordable housing prices in the state. Many new residents have relocated from the San

Francisco Bay Area and Southern California to take advantage of the area's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries.

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The Florin Resource Conservation District (FRCD) was established as a special district in 1953 as part of Division 9 of the Public Resources Code. FRCD is governed by a five-member Board of Directors who are elected by citizens of the District to four-year staggered terms. FRCD acquired the Elk Grove Water District (EGWD) in 1999. EGWD operates as a public entity and department of FRCD.

FRCD is responsible for the management of a diversity of community resource conservation projects, including soil and water, wildlife habitat enhancement and restoration, control of exotic plant species, watershed restoration, conservation planning and education. The function of FRCD is to take available technical, financial and educational resources, whatever their source, and focus or coordinate them so they meet the needs of the local land managers relating to conservation of soil, water and related natural resources.

The Elk Grove Water District presently covers approximately 13 square miles of service area, with boundaries north to Sheldon Road, west to Highway 99, and southeast to Grantline Road (exclusive of the Union Industrial Park). The District currently serves about 39,000 customers, with a projected population of 53,000 customers at build out. There are approximately 12,000 active service connections with 15,000 connections projected at total build out.

EGWD customers benefit from the Railroad Water Storage and Treatment Facility which provides treatment of iron and manganese, eliminating the occasional color and taste problems associated with these minerals. This facility also serves to meet the new arsenic primary drinking water standard.

THE POSITION

Reporting to the Board of Directors, the General Manager is responsible for planning, organizing, directing and coordinating all activities and functions of the District and carrying out related board policies. With a \$9.2 million operating budget, the General Manager leads a talented and dedicated



MISSION

“Continually committed to outstanding customer service along with supplying our customers with excellent, safe, affordable water for current and future generations”

district work force of 32 full-time employees. Direct reports to the General Manager include the Operations Manager, Finance Manager, Human Resource Specialist and Management Analyst.

CURRENT ISSUES AND PRIORITIES

District board members have identified the following current issues and priorities that will require the energy and commitment of the new General Manager:

Board/Manager Relationship

The General Manager will be expected to quickly develop a constructive working relationship with the Board of Directors that is based on a partnership philosophy, mutual respect, trust, open communication, and equal treatment of all members. The General Manager will also be expected to be actively involved in the policy development process by bringing creative ideas to the Board and, when necessary, squarely confronting difficult issues with a sense of conviction, creativity and optimism.

Organizational Assessment

The new General Manager will take a look at the structure of the organization and its operations, with a focus on seeking the greatest efficiencies of the staff and District resources to provide reliable and cost-effective services to the District's customers.

Infrastructure

Decisions will need to be made based on the aging infrastructure of the District's water system. Improvements and rehabilitation of the existing system remain a top priority. An assessment of the system should include an appropriate maintenance schedule and strategic planning based on future growth projections and the need for increased capacity to accommodate increasing demands. An assessment of the District's Water Treatment Facility and the maintenance of the Facility is also required.

Meter Retrofit Program

The State of California has mandated the installation of water meters for all ratepayers to be completed by 2025. About half of the District's residences and businesses have been retrofitted to date.

Urban Water Management Plan (UWMP)

The State of California requires that urban water suppliers prepare an Urban Water Management Plan every five years. The UWMP assesses the reliability of the agency's water resources over a 20-year planning horizon considering normal, dry, and multiple dry years. The 2010 UWMP is due to the State Department of Water Resources by July 2011.

Interagency Cooperation

The new General Manager must be proactive in continuing effective relationships with other regional agencies including the City of Elk Grove, Cosumnes Community Services District, County of Sacramento, regulatory agencies, and other jurisdictions to better serve the residents of the community.

IDEAL CANDIDATE

The ideal candidate will be an experienced manager with a background in dealing with water utility operations. The ability to communicate effectively and work collaboratively with the Board of Directors and other local and regional stakeholders, coupled with a professional demeanor and a proven track record of sound fiscal, technical and personnel management is expected. A Bachelor's degree in engineering, water resources management, public administration, business or other relevant field is required; advanced degree a plus.

In addition to the aforementioned experience and requirements, the District's leadership has identified the following qualities as important criteria to be utilized in the selection process:

Professional and Personal Characteristics

- Outgoing, effective communicator with strong interpersonal skills
- Maintains open lines of communication; keeps Board fully informed (no surprises)
- Keeps the interests of the District and its ratepayers at heart; is fiscally responsible and prudent
- Possesses a "big picture" orientation; visionary
- Strong fiscal foundation (budgeting and priority setting)





Other elements of the District's benefit plan include an Employee Assistance Program and Deferred Compensation Plan. An auto allowance (\$400) and cellular phone stipend (\$35) are also included in the compensation package for the General Manager.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Resume should reflect size (staff/budget) and scope of recent responsibilities, as well as years and months of beginning/ending dates of positions held. To be considered for this outstanding career opportunity, please submit your resume, cover letter, current salary and four work-related references by **Monday, October 25, 2010** to:



Stuart Satow
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
916-263-1401 (Ph) 916-561-7205 (Fax)
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search
District Websites: www.florinrcd.org;
www.egwd.org

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. In early November, the consultant will interview candidates whose experience is deemed to most closely match the ideal candidate profile. The District will then select a small number of candidates to compete as finalists. Interviews with finalists are expected to occur in early December. It is anticipated that an appointment will be made by mid-December, following thorough reference and background checks.



- Proactive in offering sound professional advice
- Supportive and motivating leadership style; morale builder
- Empowers staff; encourages growth of staff
- Team oriented, open to suggestions and willing to share credit for accomplishments
- A professional who practices accountability and instills pride and confidence in staff
- Possesses "big-picture" orientation with a positive outlook
- Willingness to develop a strong identification with the community, its citizenry, and its unique characteristics
- Open and accessible to staff and community members
- Relationship-builder
- Engenders trust and credibility; has highest degree of integrity and ethical conduct
- Honest and forthright

COMPENSATION

The salary range for the General Manager is **\$125,000 to \$150,000**. The actual salary will be based on the qualifications of the successful candidate. The District offers a comprehensive benefit package, aspects of which are negotiable with the appointee. Basic features include:

Retirement – PERS 2% @ 55 (average of three highest-years). District pays employee's contribution. The District does not participate in Social Security.

Health Insurance – District provides medical, dental and vision plan coverage for employee and eligible dependents.

Life Insurance – District pays premium cost for employee and eligible dependents – 2 times annual salary not to exceed \$150,000 for employee, \$1,500 for spouse, \$1,000 for eligible dependents 6 months and older, and \$100 for eligible dependents under the age of 6 months.

Holidays, and Vacation Leave – 12 paid holidays; vacation leave is negotiable.

Administrative Leave – 10 days credited at the beginning of each fiscal year to be used or forfeited.